



**Embassy of the United States of America
Consular Section, Immigrant Visa Unit
Bogotá, Colombia**

APPOINTMENT PACKAGE – IMMIGRANT VISAS (Packet 4)

You are receiving this packet because we have scheduled your immigrant visa interview. If you or any of your family members cannot come to the scheduled appointment, please inform this office as soon as possible. The Consular Section is located at the corner of Calle 26 and Carrera 50 in Bogotá.

FIRST: Register at <http://colombia.usvisa-info.com> by clicking on "Login" in the upper right hand corner. When registering, make sure to use your passport book number (the book number appears in red on the inside front cover and is perforated into each visa page in the passport).

You must register every family members applying for a visa at the website. To do this, scroll further down the page and click on "Add Family Members". Each applicant must complete this step before coming to their interview appointment. You may contact our Call Center in Bogota at 325-9851 for assistance with this process.

SECOND: Complete the **medical examination**. See attached *Instructions for Medical Examinations*.

THIRD: Attend the **interview**.

- If you have not already done so, download and fill out the [Application for Immigrant Visa and Alien Registration \(Form DS-230\)](http://travel.state.gov/pdf/DS-0230.pdf), Parts I and II (available at <http://travel.state.gov/pdf/DS-0230.pdf>) for each family member. **DO NOT SIGN THE APPLICATION** until instructed to do so by a consular officer during the interview.
- Arrive at the embassy no later than your scheduled appointment time. The visa interview process may take several hours. Our waiting room is outside and Bogota can get cold. Please dress accordingly.
- Make sure that everyone listed on the appointment letter brings all required documents to the appointment. Arrange documents in the exact order found on the attached *List of Documents*.

VISA PAYMENT: If the petitioner has not yet paid the nonrefundable visa application and surcharge fees (or you are not sure if they have paid), you should bring \$404 U.S. dollars (or the equivalent in pesos) per person to pay these fees on the day of the interview. The Embassy accepts certain credit cards and debit cards displaying the Visa or MasterCard logo. Please note that the U.S. banking system does not use the 'cuota' system, which means that credit cards will be charged the entire amount in one installment. The Embassy **DOES NOT** accept U.S. \$100 bills, imperfect bills or checks.

CHILDREN UNDER AGE 14: Children less than age 14 who received *their own appointment letter* (IR and CR cases) **must** attend the immigrant visa interview (i.e., a 3 year old son of a U.S. citizen must come to his interview). Children less than age 14 whose names are *listed on a parent's appointment letter* are **not** required to come to the visa interview.

IMPORTANT NOTES: Visa issuance is not guaranteed. Therefore, we recommend that you do **NOT** make any travel plans, quit your job, or sell your properties until a consular officer has approved your visa.

The Consular Section does not endorse or have a "special relationship" with any individual, attorney, or business that offers advice or assistance with the visa process. All U.S. government forms are free.

Any document or information presented with your visa application may be investigated by our Fraud Prevention Unit. Any attempt to misrepresent a material fact to a consular officer may make you permanently ineligible to obtain a visa.

To withdraw a visa petition, the petitioner must inform us in writing. A scanned letter, which must include case number, and the complete name and date of birth of both the petitioner and the applicant may be sent to IVbogota@state.gov.

To download forms or learn more about the visa process please visit <http://travel.state.gov>

LIST OF DOCUMENTS

If you have already submitted any of these documents to USCIS, you do not need to resubmit them to the embassy. We can return most original documents if you also bring notarized photocopies to your interview. If you already included an English translation in the documents you submitted to USCIS as part of the petition process, you do not need to provide additional English translations or duplicate copies.

- **PASSPORT:** The passport must be valid for travel to the United States and have at least six (6) months of validity left from the date the visa is issued. Applicants who have traveled to the United States should also present all previous passports.
- **PHOTOGRAPHS:** Each applicant must present four (4) COLOR photographs taken within the past six months. See http://travel.state.gov/visa/visaphotoreg/visaphotoreg_5334.html for photograph instructions. The consular section will reject altered photographs.
- **BIRTH CERTIFICATES:** Each applicant must present an original or a notarized copy of his or her birth certificate. The date and place of birth, parents' names, and date the birth was registered must be included. *We do not accept 'short form' birth certificates as they are not official extracts from government records.*
- **MARRIAGE CERTIFICATES:** Applicants must present a certified copy of their civil marriage certificate, if currently married. All marriage certificates must include the date and place of the marriage and the complete names of the spouse.
- **TERMINATION OF PREVIOUS MARRIAGES:** The petitioner and applicants must present certified photocopies of final divorce decrees, annulments, or death certificates. We cannot accept civil or religious separations or annotations on the back of marriage certificates as proof that a marriage has been terminated. Documents should state "*liquidación de la sociedad conyugal*" and "*cesación de efectos civiles*" when there is no divorce sentence.
- **POLICE CERTIFICATES:** Colombian citizens who are 18 years of age at the time of their visa interview, as well as any adult applicant who has lived in Colombia for more than six months must present a Colombian police certificate "*Certificado Judicial*." Applicants can obtain this document at any DAS office or online at <http://www.das.gov.co>. Applicants who are currently living outside of Colombia must obtain a police certificate from their current country of residence if they have lived there for more than 6 months. Adult applicants must also present a police certificate (with translation) from all countries where they have lived for more than one year, except for the United States, Mexico, and Venezuela. Visit <http://travel.state.gov/visa/reciprocity/index.htm> for information about obtaining police certificates for other countries.
- **JUDICIAL AND PRISON RECORDS:** Applicants who have been arrested for **any** reason in **any** country (including Colombia or the United States) **must** present copies of **ALL** documents related to the case, even if the charges were dropped, the applicant was found innocent, or received an amnesty or other act of clemency.
- **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security or the immigration judge.
- **MEDICAL EXAMINATION:** See attached *Instructions for Medical Examinations*.